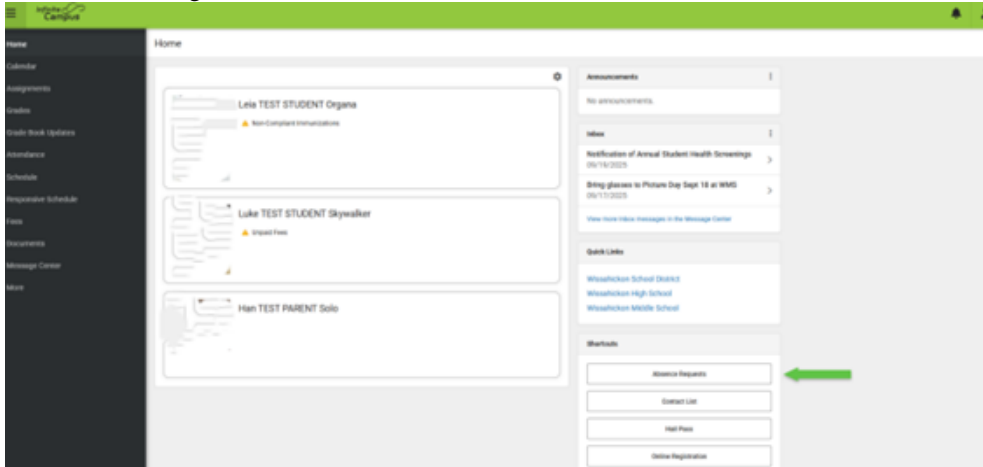


Absence - Tardy Request (Campus Parent) Web Browser

Parents can access Absence Requests from the Infinite Campus main screen from the shortcut's menu on the bottom-right of the window.



Entering an Absence through Infinite Campus

Complete the following steps to mark your child absent through Infinite Campus. See image below for an illustration of each step.

1. Select your child that will be absent.
2. Choose the Excuse Type from the drop down
3. Choose the Absence Type: Full Day, Arrive Late, or Leave Early
4. Full day option requires the first and last day to be selected.
5. Arrive Late or Leave Early requires the arrival time or departure time to be selected.
6. Optional, you may upload a document related to the absence, such as a doctor's note.
7. Details of the absence are required to be added to the comment box.
7. Click the submit button when finished.

A screenshot of the 'Create Request' form in Infinite Campus. The form is titled 'Create Request' and includes a note: 'If your student is not available in the list, contact a school administrator.' Below this, there are several sections: 'Select the students you wish to submit an absence request for' with a dropdown menu showing 'Han T Solo (Grade: 4)' (arrow 1); 'Excuse (Required)' with a dropdown menu showing 'Doctor Note/Appot' (arrow 2); 'Absence Type (Required)' with radio buttons for 'Full Day Absence', 'Arrive Late' (selected, arrow 3), and 'Leave Early'; 'First Day (Required)' and 'Last Day (Required)' date pickers both set to '10/23/2025' (arrow 4); 'Upload Document' with a 'Select files...' button and 'Drop files here to select' (arrow 5); 'Comments (Required)' with a text area containing 'My Child has a doctor's appointment, I will email the note when I receive it from the doctor.' (arrow 6); and a 'Number of Days' field set to '1'. On the right side, there are additional fields: 'Absence Type' with radio buttons for 'Full Day Absence', 'Arrive Late' (selected), and 'Leave Early'; 'Date' set to '09/26/2022'; 'Arrival Time' set to '9:45 AM' (boxed in orange, arrow 5); 'Comments' with a 'Date' set to '09/26/2022'; 'Departure Time' set to '2:00 PM' (boxed in orange, arrow 6); and another 'Comments' field. At the bottom left, there are 'Submit' and 'View Request' buttons (arrow 7).

Viewing Prior Absence Requests

You can view previously submitted requests via the View Requests button.

< Back | Absence Requests

Create Request

If your student is not available in the list, contact a school administrator.

Select the students you wish to submit an absence request for

Han T Solo (Grade: 4)

Excuse (Required)

Absence Type (Required)

Full Day Absence

Arrive Late

Leave Early

Submit View Requests ← 1

Deleting Prior Absence Requests

- You can delete submitted requests, but only if the status says “submitted”.
- You cannot delete any absence that has been processed by the main office.
- Click on the Absence to delete it.

< Back | Absence Requests

Current Requests

RELATION TO STUDENT	NAME	START DATE	END DATE	STATUS
Guardian (Female)	Han Solo	Oct 23, 2025	Oct 23, 2025	1 → SUBMITTED
Guardian (Female)	Han Solo	Oct 1, 2025	Oct 1, 2025	PROCESSED
Guardian (Female)	Han Solo	Oct 1, 2025	Oct 1, 2025	PROCESSED
Guardian (Female)	Han Solo	Sep 30, 2025	Sep 30, 2025	PROCESSED
Guardian (Female)	Han Solo	Sep 29, 2025	Sep 29, 2025	PROCESSED
Guardian (Female)	Han Solo	Sep 26, 2025	Sep 26, 2025	PROCESSED

Number of Rows

10

- Once in the absence, click the Delete Request button at the bottom of the request.

< Back | Absence Requests

Request Details

Student Name Han Solo	Request Status Pending	Start Date Thursday, Oct 23, 2025 - All Day	End Date Thursday, Oct 23, 2025 - All Day
Excuse DOC: Doctor Note/Appt	Comments My Child has a doctor's appointment; I will email the note when I receive it from the doctor.	Request Submitted On Oct 22, 2025, 8:29 AM	

Back Delete Request ← 1